

**NOTICE OF VACANCY
October 20, 2020**

POSITION: Watchperson

DEPARTMENT: Public Works – Highway Division

SALARY: \$14.22 - \$17.40 hourly

**HOURS: Monday through Friday (1 shift/day) – 3:00 p.m. to 11:00 p.m.
Saturday and Sunday (2 shifts/day) – 7:00 a.m. to 3:00 p.m. and 3:00 p.m.
to 11:00 a.m. Working days will vary from week to week. Some holidays.**

JOB CONTROLS:

Works under the general supervision of the Superintendent or his designee. Patrols buildings and grounds in accordance with established routine. Must be able to deal with any type of problem at its source or report same to proper person(s).

Receives messages and transmits same to appropriate supervisors or others.

Reports inclement weather conditions to supervisors and others.

MAJOR DUTIES:

Makes rounds of Buildings and Grounds to prevent theft, trespassing, loitering, or disorder. Reports disturbances and whatever appears to be of suspicious natures and which cannot be disposed of immediately.

Performs a variety of incidental duties as required such as receiving messages by telephone, and transmitting messages to others. Checking temperature, weather, and road conditions and reporting same to supervisors and others.

Performs custodial duties in his work area.

Performs other work as assigned.

QUALIFICATION REQUIREMENTS:

Completion of High School or equivalent desirable. Must have ability to receive and transmit message to others. Ability to work alone for long periods and use initiative and resourcefulness as necessary. Able to work shifts as required and in varied weather conditions.

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